INFORMATION AND COMMUNICATION TECHNOLOGY   **0417/22**

Paper 2 Practical Test A   **May/June 2017**

MARK SCHEME

Maximum Mark: 80

Published

This mark scheme is published as an aid to teachers and candidates, to indicate the requirements of the examination. It shows the basis on which Examiners were instructed to award marks. It does not indicate the details of the discussions that took place at an Examiners' meeting before marking began, which would have considered the acceptability of alternative answers.

Mark schemes should be read in conjunction with the question paper and the Principal Examiner Report for Teachers.

Cambridge will not enter into discussions about these mark schemes.

Cambridge is publishing the mark schemes for the May/June 2017 series for most Cambridge IGCSE®, Cambridge International A and AS Level and Cambridge Pre-U components, and some Cambridge O Level components.

This document consists of **14** printed pages.

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C:\Users\ExamID1\UGGUIDE.DOCX

Undergraduate Guide For New Students

Edited by: Candidate Name

Welcome to the University of Tawara. We are de[...] outstanding university with a community of sta[...] academic excellence. Take this opportunity to m[...] community.

International Community

We [...]d to say that we are an [...]

students from more than 140 different nations studying here. Out of a total student population of 31,000, 40 per cen[...] other countries and we have in[...] 11,000 international students stu[...] us.

Students By Domi[...]

25% UK
12% EU countries
63% Non-EU countries

Welcome Week

Your first week is know[...] Week and includes importan[...] induction events. Some o[...] such as your first meeti[...] Programme Director and Personal Tutor are essential. Other events are optional but very much recommended as they are designed to [...] events

- complete administrative tasks
- take part in social events
- visit the welcome fair
- join student clubs and societies
- find your way around the university campus.

University Card

[...]u will [...]s your [...] your [...] door access control card. The card is also recognised by many businesses around the world and production of this card may [...] you to discounts or additional [...]ges.

Personal Tutor

[...] you arrive at the university you will [...] assigned a personal tutor who has both an academic and pastoral role. This is a named member of academic staff from [...]sonal tutors are [...] transition to [...]u get the most [...] progress through your university career. They provide crucial support and it is therefore vital that you get [...]nd use them for support and

Name, Centre Number, Candidate Number

Annotation callouts:

Header
Page numbers left aligned
Automated file name and path right aligned   1 mark

Title   UG-title style applied, sans serif, 24pt, underline,
       right aligned, 12pt space after, no changes to text   1 mark
Subtitle Data entry 100% accurate   1 mark
       UG-subtitle style applied – sans serif, 16pt, italic, centre aligned, no space after   1 mark

Columns
Section break correct position   1 mark
3 columns, 1.5 cm column spacing   1 mark

Subheadings (8)
UG-subhead style – sans serif, 14pt,
centre aligned, 12pt space after bold, italic   1 mark

Chart
Pie chart, correct data (Total only)   1 mark
Chart in correct position, within margins, all data fully visible   1 mark
Chart title 100% accurate   1 mark
% labels only on each sector, correct legend displayed   1 mark

Bullets
Square bullets applied   1 mark
1 cm hanging indent   1 mark

Footer   Name, Centre number, candidate number left aligned
       1 mark

2

C:\Users\ExamID1\UGGUIDE.DOCX

Teaching Methods

We are proud that 80 per cent of our graduates leave the university with a 1st or 2:1 award in their degree. This is testament to the quality of teaching here. Teaching styles in university are different to other educational environments. The teaching environment will vary in different degree programmes but is likely to include lectures, seminars, tutorials, practical sessions and electronic learning.

Lectures are designed to convey ideas or information to a large group and are one of the main ways that you will be taught. There can be anything from 50 to more than 200 students in a lecture hall and a typical lecture lasts 50 minutes to an hour. As the lecturer has to deliver a lot of information such a large audience in a short space time there are not normally opportunit ask questions during the lecture. To e that you can follow what is being cover lectures you should check whether slides/handouts are available for download beforehand. Lectures provide an introduction to a topic, covering the key ideas and areas of importance from which you will be expected to conduct further reading and research.

Seminars are smaller and less formal than lectures, typically with groups of 5 to 30

Name, Centre Number, Candidate Number

students. They provide an opportunity to ask detailed questions and debate themes and ideas. In seminars you have the chance to d a wide range of personal and key

> Thick (3–4pt) border applied to correct paragraph   1 mark
> Light grey shading applied to paragraph i.e. fills box   1 mark

Tutorials will usually be an individual meeting with a unit or personal tutor. They are often used to give feedback on your work and to discuss your general progress. It is important that you make the most of this opportunity for personal attention. Prepare in advance any questions you wish to raise or particular study problems that you would like advice on.

Practical sessions enable you to learn by

> **Image**
> Correct image inserted in correct position   1 mark
> Image flipped so the skater faces left   1 mark
> Aligned top of text and left margin, text wrapped   1 mark
> Resized to 2cm wide, aspect ratio maintained   1 mark

wide range of personal and transferable skills such as problem solving and team working.

Libraries

There are five university libraries which you can use with your university card. Our team of librarians will help you make the best use of the resources available. They will help

you find relevant information from reliable sources for your assignments and will teach you how to identify, navigate, interpret and use information resources successfully. l be invited to attend a library session and details can be found at m of your personalised Student Induction Checklist.

Leisure Activities

We provide plenty of opportunities to enjoy activities outside of your studies. We have more than 100 societies covering everything from culture, music and dance, to politics, business and enterprise. There is no limit to how many societies you can join, so continue with an existing hobby or try something new. We also have more than 60 sports clubs so there are plenty of opportunities to play sport at competitive level or purely to keep fit and meet new people. Visit the sports centre to see our outstanding facilities.

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Computing Services

We have extensive computing facilities. Desktop PCs are available for students to use in study spaces and you can borrow a wireless laptop for up to 24 hours to connect anywhere on campus. WiFi is freely available throughout the campus and in student bedrooms, and is very easy to connect. Our network provides you with access to a wide range of software applications and collaboration tools to support study and research.

On enrolment you will be provided with a computer account and a university email address. You should activate your computer account before arriving to get a head start in the registration process and to be able to access the internet and university online services as soon as you arrive on campus. Your computer account enables you to access online resources and services including email and networked file storage.

Your university email account is web-based so you can access your email from anywhere at any time. Throughout your time of study the university will contact you through your university email account so it is important that you check it regularly to ensure you receive important messages.

... be ... ld with internet access. You can access learning resources, course materials, interact with your tutor and other **students**, and you can also submit work electronically. Our mobile app enables you to access these facilities from your phone or tablet. It will even notify you when new **course** materials are made available. All our online services can be accessed from home or off campus easily and instantly using our VPN service.

Everyone at the university is fiercely committed to doing everything possible to provide the very best educational experience for you. We hope you enjoy your time here and wish you every success in your studies this year.

> Correct paragraph moved to here   1 mark

> Spellings *students* and *course* corrected   1 mark

> **Page layout**
> Landscape orientation   1 mark
> UG-body style applied - serif, 12pt, single, justified, 12pt space after   1 mark
> Document complete/paras intact, margins consistent, spacing consistent,
> top of columns balanced, no widows/orphans, split lists/charts, blank pages   1 mark

Name, Centre Number, Candidate Number

Extended Doctoral Options

> **Title**
> Correct, 100% accurate   1 mark

Subject	Length	Head_of_Faculty	Campus
Accountancy	6	Phillip Tasker	Balmoral Centre
Animal Sciences	6	John Needham	Bidgood Hall
Chemistry	6	Chin Tao	Joseph Hawkins Centre
Molecular and Integrative Physics	6	Chin Tao	Joseph Hawkins Centre
Natural Resources and Environmental Sciences	6	John Needham	Bidgood Hall
Veterinary Clinical Medicine	6	Tamara Bansal	Simcoe Hall
Veterinary Pathobiology	6	Tamara Bansal	Simcoe Hall
Agriculture and Consumer Economics	5	John Needham	Bidgood Hall
Anthropology	5	Chin Tao	Joseph Hawkins Centre
Classical Philology	5	Chin Tao	Joseph Hawkins Centre
Communications	5	Vasos Rines	Crimson Towers
Kinesiology	5	Mohammed Ahktar	Parkhurst Centre
Microbiology	5	Chin Tao	Joseph Hawkins Centre
Special Education	5	Susan McKenna	Ruskin Hall
Veterinary Comparative Biosciences	5	Tamara Bansal	Simcoe Hall
Aerospace Engineering	4	Malik Bazzi	Tobin Hall
Architecture	4	Jeremy Agnew	Sanford Hall
Cell and Developmental Biology	4	Chin Tao	Joseph Hawkins Centre
Comparative Literature	4	Chin Tao	Joseph Hawkins Centre
Crop Sciences	4	John Needham	Bidgood Hall
Environmental Science in Civil Engineering	4	Malik Bazzi	Tobin Hall
Human and Community Development	4	John Needham	Bidgood Hall
Industrial Engineering	4	Malik Bazzi	Tobin Hall
Landscape Architecture	4	Jeremy Agnew	Sanford Hall
Linguistics	4	Chin Tao	Joseph Hawkins Centre
Musicology	4	Jeremy Agnew	Sanford Hall
Nuclear Engineering	4	Malik Bazzi	Tobin Hall
Organization and Leadership in Higher Education	4	Susan McKenna	Ruskin Hall
Recreation Sport and Tourism	4	Mohammed Ahktar	Parkhurst Centre
Regional Planning	4	Jeremy Agnew	Sanford Hall
Statistics	4	Chin Tao	Joseph Hawkins Centre
Theatre Foundations	4	Jeremy Agnew	Sanford Hall
Theoretical and Applied Mechanics	4	Malik Bazzi	Tobin Hall
Total subjects	33		

> **Search**
> *Qual_Code* = PHD   1 mark
> *Length* >=4   1 mark
> (33 records)

Name, Centre number, Candidate number

> Calculated count under *Subject* column.   1 mark
> Label 100% accurate, left of number   1 mark

> Sorted descending *Length*, ascending order *Subject*   1 mark
> Specified fields only, correct order   1 mark
> Portrait, fits a <u>single page only</u>, all fields present, fully visible   1 mark

Selected Tawara Degrees

number

Course_Code	Qual_Code	Subject		Male	Female	Full_Time	Total_Enrolled
AG151BS	BA	Natural ... es and Environmental Science	Agriculture and Environmental Sciences	6	5	☑	11
LI394BA	BA	...inguistics	School of Liberal Arts and Science	79	64	☑	143
LI348BA	BA		School of Liberal Arts and Science	54	12	☑	66
LI392BA	BA	Computer Science and Astronomy		3	2	☑	5
LI426BA	BA	Geographic Information Science		3	0	☑	3
LI391BA	BA	Computer Science and Anthropology			12	☑	25
LI463BA	BA	Math and Computer Science		14	25	☑	39
LI494BA	BA	Political Science	School of Liberal Arts and Science	24	6	☑	30
LI504BA	BA	Science of the Earth System	School of Liberal Arts and Science	58	25	☑	83
LI519BA	BA	Statistics and Computer Science	School of Liberal Arts and Science	75	29	☑	104
AG119BS	BS	Animal Sciences Pre ...	Agriculture and Environmental Sciences	5	8	☑	13
AG143BS	BS		Agriculture and Environmental Sciences	2	25	☑	27
AG116BS	BS		Agriculture and Environmental Sciences	11	57	☑	68
AG127BS	BS		Agriculture and Environmental Sciences	0	1	☑	1
EN259BS	BS	Computer Science	School of Engineering	112	84	☑	196
AG111BS	BS	Agricultural Science Education	Agriculture and Environmental Sciences	34	25	☑	59
LI393BS	BS	Computer Science and Chemistry	School of Liberal Arts and Science	1	3	☑	4
AG108BS	BS	Agricultural Leadership and Science Education	Agriculture and Environmental Sciences	12		☑	18
AG124BS	BS	Companion Animal and Equine Science	Ag...			☑	34
AG129BS	BS	Crop Sciences Crop Agribusiness	Ag...			☑	25
AG130BS	BS	Crop Sciences Crops	Ag...			☑	27
AG140BS	BS	Food Science and Human Nutrition	Agriculture and Environmental Sciences	3	18	☑	21
AG137BS	BS	Food Science	Agriculture and Environmental Sciences	2	5	☑	7
AP173BS	BS	Infectious Diseases (Biological Sciences)	Division of Applied Health Sciences	4	15	☑	19
AP174BS	BS	Interdisciplinary Health Science	Division of ... Sciences	0	3	☑	3
EN276BS	BS	Materials Science and Engineering					7
AG152BS	BS	Natural Resources and Environmental Science					4
LI492BS	BS	Plant Science					8
AP183BS	BS	Speech and Hearing Neuroscience					52
AP184BS	BS	Speech and Hearing Science	Division of Applied Health Sciences	0	7	☑	7
AG131BS	BS	Crop Sciences Integrated Pest Management	Agriculture and Environmental Sciences	6	22	☑	28

Callouts:

Header
Name, Centre number and candidate top right, no page number displayed   1 mark

Name, Centre number, Candidate

Title
Correct, 100% accurate   1 mark

Calculated field
Heading 100% accurate   1 mark
Calculated – Male + Female   1 mark

Search (31 records)
Subject contains *Science, Full_Time* is *Yes*   1 mark
Qual_Code is *BS* or *BA*   1 mark

Display
Full_Time as checkbox, *Male/Female* as integer   1 mark

Record added accurately   1 mark
Sort ascending on *Qual_Code*   1 mark
Specified fields, correct order   1 mark
Landscape, fits single page wide, all fields present, fully visible   1 mark

Date field
Date in header displays in correct format 25 April 2017 1 mark

08 March 2016

Tawara University – New Student Guidance

Fields «First_Name» «Last_Name», «Degree»
correct position and spacing   1 mark

Fields «Start_Date» and «Faculty»
correct position and spacing   1 mark

Student Induction Checklist

Name: «First_Name» «Last_Name»	Commence: «Start_Date»		
Course of study: «Degree»	Faculty: «Faculty»		
		Complete	**Date**
Preparing for study			
Complete registration online through UniPortal			
Apply for student card by uploading photograph to UniPortal			
Ensure you will be ready to begin your studies on the date above			
Check the New Student website to see what welcome events are relevant to you			
Check what personal insurance you need to buy eg contents, bike etc			
Check your accommodation move in date and plan accordingly			
Plan your budget			
Tuition Fees			
Make arrangements for the payment of your tuition fees			
Check your offer letter to see if there are any additional costs associated with your programme			
On Arrival			
Check into your accommodation – the date you can move in is written in your accommodation contract or lease			
Read the information provided specifically for new students starting your degree			
Collect your University student card			
Meet your Personal Tutor			
Information Services			
Read the new student guidance on computing, library and e-learning services			
Register for wireless and virtual private network (VPN) access			
Once on University premises, connect to a wireless network.			
Load print credit to your card			
Attend your Library Services Induction			
Practicalities			
Register with a doctor			
Open a bank account if you do not alre			
Get a television licence			

Fields «Site» and «Tutor»,
correct position, space and punctuation intact 1 mark

You are invited to attend a Welcome Meeting which will be held at «Site» on Thursday 14 September 2017. You will have the opportunity to meet your Personal Tutor, «Tutor», and fellow students. The schedule for the day is as follows:

Welcome Meeting D

9.30 am	«Session_1»
10.30 am	«Session_2»
12.30 pm	«Session_3»
2.00 pm	«Session_4»
3.00 pm	«Session_5»
Student Signature:	
Personal Tutor Signature:	

Fields
«Session_1»
«Session_2»
«Session_3»
«Session_4»
«Session_5»
correct position, left aligned   1 mark

Candidate Name, Centre number and candidate number in the footer   1 mark

Name, Centre number, candidate number

Result of merge - 4 checklists printed –
Sophie Arnold, Mohamed Bansal, Ishmael Contreras and Sophia Cunningham only   1 mark

08 March 2016

Tawara University – New Student Guidance

After you have accepted your offer to study at Tawara, these are some of the things you will need to do next:

Student Induction Checklist

Name: Ishmael Contreras	Commence: 12/09/2017		
Course of study: Civil Engineering	Faculty: School of Engineering		
		Complete	Date

Preparing for study
Complete registration online through UniPortal
Apply for student card by uploading photograph to UniPortal
Ensure you will be ready to begin your studies on the date above
Check the New Student website to see what welcome events are relevant to you
Check what personal insurance you need to buy eg contents, bike etc
Check your accommodation move in date and plan accordingly
Plan your budget
Tuition Fees
Make arrangements for the payment of your tuition fees
Check your offer letter to see if there are any additional costs associated with your programme
On Arrival
Check into your accommodation – the date you can move in is written in your accommodation contract or lease
Read the information provided specifically for new students starting your degree
Collect your University student card
Meet your Personal Tutor
Information Services
Read the new student guidance on computing, library and e-learning services
Register for wireless and virtual private network (VPN) access
Once on University premises, connect to a wireless network
Load print credit to your card
Attend your Library Services Induction
Practicalities
Register with a doctor
Open a bank account if you do not already have one
Get a television licence

You are invited to attend a Welcome Meeting which will be held at **Tutor Hall** on Thursday 14 September 2017. You will have the opportunity to meet your Personal Tutor, **Mrs K Bennet**, and fellow students. The schedule for the day is as follows:

Welcome Meeting Details	
9.30 am	Registration
10.30 am	Academic Welcome meeting
12.30 pm	Buffet lunch
2.00 pm	Buffet with tutors
3.00 pm	Academic Fair
Student Signature:	Date:
Personal Tutor Signature:	Date:

Name, Centre number, candidate number

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08 March 2016

Tawara University – New Student Guidance

After you have accepted your offer to study at Tawara, these are some of the things you will need to do next:

Student Induction Checklist

Name: Sophia Cunningham	Commence: 11/09/2017		
Course of study: Business Administration	Faculty: Business School		
		Complete	Date

Preparing for study
Complete registration online through UniPortal
Apply for student card by uploading photograph to UniPortal
Ensure you will be ready to begin your studies on the date above
Check the New Student website to see what welcome events are relevant to you
Check what personal insurance you need to buy eg contents, bike etc
Check your accommodation move in date and plan accordingly
Plan your budget
Tuition Fees
Make arrangements for the payment of your tuition fees
Check your offer letter to see if there are any additional costs associated with your programme
On Arrival
Check into your accommodation – the date you can move in is written in your accommodation contract or lease
Read the information provided specifically for new students starting your degree
Collect your University student card
Meet your Personal Tutor
Information Services
Read the new student guidance on computing, library and e-learning services
Register for wireless and virtual private network (VPN) access
Once on University premises, connect to a wireless network
Load print credit to your card
Attend your Library Services Induction
Practicalities
Register with a doctor
Open a bank account if you do not already have one
Get a television licence

You are invited to attend a Welcome Meeting which will be held at **Balmoral Centre** on Thursday 14 September 2017. You will have the opportunity to meet your Personal Tutor, **Dr G Agnew**, and fellow students. The schedule for the day is as follows:

Welcome Meeting Details	
9.30 am	Academic Welcome meeting
10.30 am	Registration
12.30 pm	Academic Fair
2.00 pm	Buffet lunch
3.00 pm	Buffet with tutors
Student Signature:	Date:
Personal Tutor Signature:	Date:

Name, Centre number, candidate number

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08 March 2016

Tawara University – New Student Guidance

After you have accepted your offer to study at Tawara, these are some of the things you will need to do next:

Student Induction Checklist

Name: Sophie Arnold	Commence: 12/09/2017		
Course of study: Accountancy	Faculty: Business School		
		Complete	Date

Preparing for study
Complete registration online through UniPortal
Apply for student card by uploading photograph to UniPortal
Ensure you will be ready to begin your studies on the date above
Check the New Student website to see what welcome events are relevant to you
Check what personal insurance you need to buy eg contents, bike etc
Check your accommodation move in date and plan accordingly
Plan your budget
Tuition Fees
Make arrangements for the payment of your tuition fees
Check your offer letter to see if there are any additional costs associated with your programme
On Arrival
Check into your accommodation – the date you can move in is written in your accommodation contract or lease
Read the information provided specifically for new students starting your degree
Collect your University student card
Meet your Personal Tutor
Information Services
Read the new student guidance on computing, library and e-learning services
Register for wireless and virtual private network (VPN) access
Once on University premises, connect to a wireless network
Load print credit to your card
Attend your Library Services Induction
Practicalities
Register with a doctor
Open a bank account if you do not already have one
Get a television licence

You are invited to attend a Welcome Meeting which will be held at **Balmoral Centre** on Thursday 14 September 2017. You will have the opportunity to meet your Personal Tutor, **Mr H Hoggins**, and fellow students. The schedule for the day is as follows:

Welcome Meeting Details	
9.30 am	Academic Welcome meeting
10.30 am	Registration
12.30 pm	Academic Fair
2.00 pm	Buffet lunch
3.00 pm	Buffet with tutors
Student Signature:	Date:
Personal Tutor Signature:	Date:

Name, Centre number, candidate number

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08 March 2016

Tawara University – New Student Guidance

After you have accepted your offer to study at Tawara, these are some of the things you will need to do next:

Student Induction Checklist

Name: Mohamed Bansal	Commence: 11/09/2017		
Course of study: History of Art	Faculty: College of Fine and Applied Arts		
		Complete	Date

Preparing for study
Complete registration online through UniPortal
Apply for student card by uploading photograph to UniPortal
Ensure you will be ready to begin your studies on the date above
Check the New Student website to see what welcome events are relevant to you
Check what personal insurance you need to buy eg contents, bike etc
Check your accommodation move in date and plan accordingly
Plan your budget
Tuition Fees
Make arrangements for the payment of your tuition fees
Check your offer letter to see if there are any additional costs associated with your programme
On Arrival
Check into your accommodation – the date you can move in is written in your accommodation contract or lease
Read the information provided specifically for new students starting your degree
Collect your University student card
Meet your Personal Tutor
Information Services
Read the new student guidance on computing, library and e-learning services
Register for wireless and virtual private network (VPN) access
Once on University premises, connect to a wireless network
Load print credit to your card
Attend your Library Services Induction
Practicalities
Register with a doctor
Open a bank account if you do not already have one
Get a television licence

You are invited to attend a Welcome Meeting which will be held at **Sanford Hall** on Thursday 14 September 2017. You will have the opportunity to meet your Personal Tutor, **Mr S Ibbotson**, and fellow students. The schedule for the day is as follows:

Welcome Meeting Details	
9.30 am	Buffet lunch
10.30 am	Registration
12.30 pm	Academic Welcome meeting
2.00 pm	Buffet with tutors
3.00 pm	Registration
Student Signature:	Date:
Personal Tutor Signature:	Date:

Name, Centre number, candidate number

Slides imported correctly, no blank slides, no overlap of items, no changes to text — 1 mark

Master Slide – items to be in same position and size on all slides for following marks:

Logo top left, appropriate size, aspect ratio maintained — 1 mark

Name, Centre no and candidate no bottom right, auto slide numbers top right — 1 mark

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Using the Internet for research

Presented by: Name

Internet research skills

- identifying appropriate online sources
- finding the right information
- evaluating online information
- managing online resources
- crediting online resources

Slide 1 - changed to title and subtitle layout, name inserted — 1 mark

Characteristics of the Internet deleted — 1 mark

Web search tools

Types of search engine available		
Search Engines	Search Directories	Metasearch Engines

Why internet information may not be reliable

- anybody can set up a website
- internet is not regulated
- commercial sites may be biased
- wikis can be edited by non-experts

Web search tools – slide 3

Title and table layout, 3 × 9 plain table grid, no shading, gridlines displayed — 1 mark

Data copied correctly into table, displayed on one line — 1 mark

New first row inserted, title entered accurately — 1 mark

First row cells merged, title centred over 3 columns — 1 mark

Rows 1 and 2 – bold and 24pt font size — 1 mark

How to evaluate website content

- check the website domain - .ac, .gov, .org, .edu suffixes are usually reliable
- compare information from different sources/sites
- check for bias/advertising/purpose of site
- see if responsible bodies have endorsed the site
- if site has testimonials it is likely to be reliable
- check date – if out of date is unlikely to be reliable
- check author's credentials
- check functionality of website

Citing online resources

- avoiding plagiarism
- adhering to copyright

How to evaluate website content – slide 5
Two methods given, i.e.
    Check website domain   1 mark
    Check author's credentials   1 mark
                    1 mark per valid reason, max 2 marks.

How to evaluate website content

- check the website domain - .ac, .gov, .org, .edu suffixes are usually reliable
- compare information from different sources/sites
- check for bias/advertising/purpose of site
- see if responsible bodies have endorsed the site
- if site has testimonials it is likely to be reliable
- check date – if out of date is unlikely to be reliable
- check author's credentials
- check functionality of website

Name, Centre number, Candidate number

Print
Print 6 slides to page and
Two × single full page slides 4 and 5   1 mark

Evidence Document

Step 2 – **EVIDENCE 1 –** File saved as and evidence of file type

> File saved as UGGUIDE in the format of the software   1 mark

UGGUIDE.docx   24/08/2015 16:12   Microsoft Office Word Document   23 KB

Step 4 – **EVIDENCE 2 –** UG-bullet style definition screen shot here
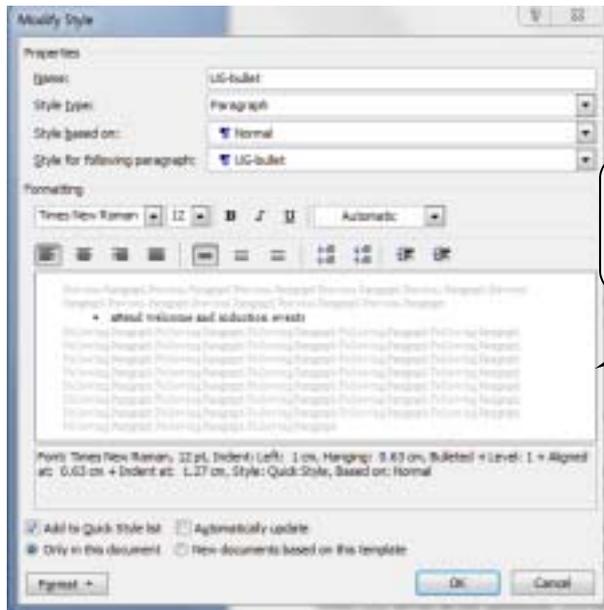
> **UG-bullet Style**
> UG-bullet style created   1 mark
> Serif font, 12pt, left or justified   1 mark

Step 23 – **EVIDENCE 3 –** Evaluation and recommendation here:
Any 3 from:

Blog – one person/organisation diseminating information, postings can be longer/more detailed
Blog is a personal internet journal/diary - writer will type in obsevations on some topic
Blog creator drives content, one person's thoughts, one author posts thought on a subject, blog posts typically longer, readers can comment on content, blog unmoderated

Forum: - a group sharing thoughts, discussions, comments are brief, user generated content, broader collection of thoughts, conversation between members of a group, several different thoughts on a subject, comments could be moderated to ensure content is appropriate for the university.

<div align="right">

1 mark per valid response up to 3 marks
1 mark for justified recommendation
[**4** marks]

</div>

Step 24 – **EVIDENCE 4** – Database field structure screen shot here:

| Field Name	Data Type
Faculty_Code	Short Text
Qual_Code	Short Text
Subject	Short Text
Advisor	Short Text
Course_Code	Short Text
Length	Number
Male	Number
Female	Number
Full_Time	Yes/No

> **DB Structure**
> All field names as given/correct data types as given   1 mark
> *Course_Code* set as key field   1 mark

Step 25 – **EVIDENCE 5 –** Criteria to limit data entry screenshot here:
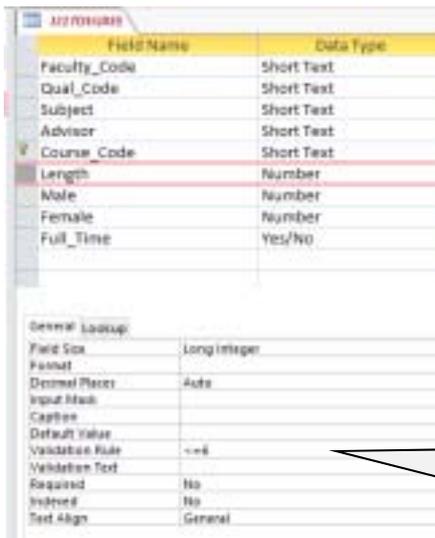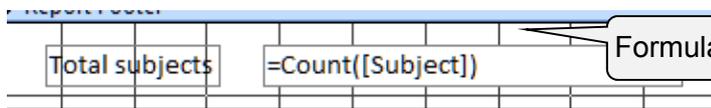

Length field
Data entry restriction <=6   1 mark

Step 27 – **EVIDENCE 6 –** Relationship between the two tables screenshot here
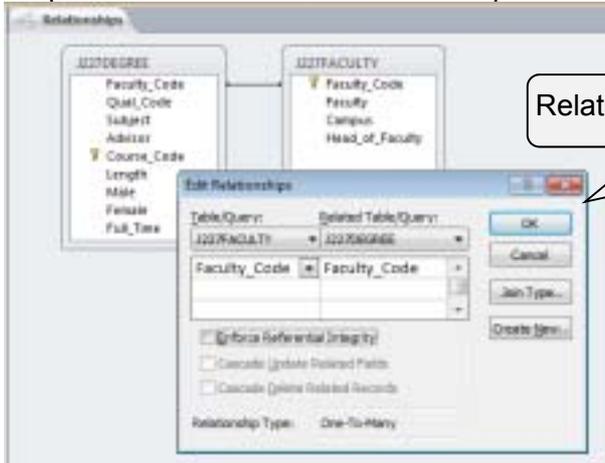
Relationship between Faculty_Code fields   1 mark

Step 28 – **EVIDENCE 7** – Calculated control formula screenshot here

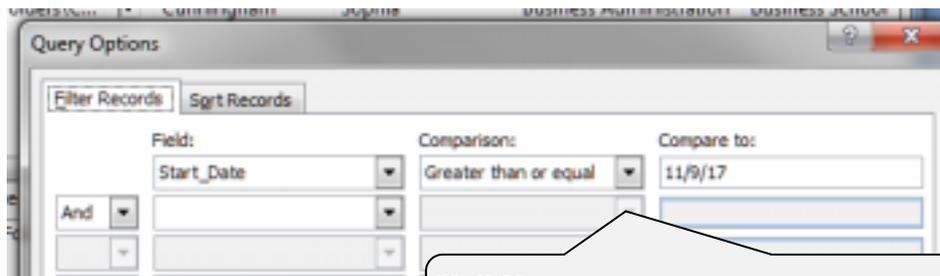| Total subjects | =Count([Subject]) |

Formula evidence of COUNT   1 mark

Step 30 – **EVIDENCE 8** – Date field screenshot here:

Mail Merge
Today's date field used, correct format 1 mark
(Must see dd MMMM yyyy)

{ DATE \@ "dd MMMM yyyy" * MERGEFORMAT }

Step 31 – **EVIDENCE 9** – Mail merge selection method screenshot here:

Mail Merge
Evidence of *Start_Date >=11/9/2017* selected   1 mark